

MEMORANDUM FOR COMMANDERS, MAJOR SUBORDINATE COMMANDS,
FIELD OPERATING ACTIVITIES AND LABORATORIES
ATTN: Directors/Chiefs, Logistics Management Offices

SUBJECT: Changes in Travel Entitlements - Update

1. References:

- a. Joint Federal Travel Regulation, Volume 1 (military personnel)
- b. Joint Travel Regulation, Volume 2 (civilian personnel).
- c. Electronic msg, CDRUSACFSC Alexandria VA//CFS-HD// DTG R 281214Z May 97, subj: Lodging Success Program; retransmitted by CELD-T, e-mail, 8/4/97 1:27 pm, same subj.
- d. Electronic msg CDRPERSCOM Alexandria VA//TAPC-PLO-TC// DTG O181229Z Jul 97, subj: Use of Air Mobility Command Scheduled Passenger Airlift; retransmitted by CELD-T, e-mail 9/2/97 11:48 am, subj: Category B Travel.
- e. DoD Directive 4500.56, DoD Policy on the Use of Government Aircraft and Air Travel, 2 March 1997.
- f. ER 55-1-2, Transportation and Travel, Travel Management, 1 May 1993.

2. This memorandum consolidates changes to entitlements identified by the references that have occurred since the last publication of reference 1f. Although these changes have been previously announced, we are taking this action to ensure all USACE activities are aware of this information. Ref 1f is under revision and will reflect these changes.

3. Receipt requirement. Effective 1 November 1995, the requirement to retain receipts for expenses incurred while performing official travel was increased to \$75.00 (except lodging). Claims for lodging expenses continue to require a receipt regardless of the amount (Ref 1a, JFTR, para U2515-B2, and U3110-B; ref 1b, JTR, para C2102-E, C2252, C4700, and C13008-E2C).


4. Actual Expense Allowance (AEA). Effective 26 March 1997, authority for approval of 150 percent of the daily maximum per diem rate was delegated to Travel Approving Officials. Effective 1 May 1997, authority for approval of 300 percent of the daily maximum per diem rate was delegated to General Officers/SES for their own travel and the travel of their personnel. Full justification for all AEAs is required and must be contained with the travel documents for audit purposes (Ref 1a, JFTR, para U4215; JTR, para C4603).

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5. 12 Hour Rule. Per diem allowance shall not be allowed when the period of official travel is 12 hours or less. Other conditions and restrictions do apply, as provided in the appropriate regulation (Ref 1a, JFTR, para U4102-H; 1b, JTR, para C4552-G).
6. Lodging Success Program (LSP). Participation in this program is a requirement for all civilian and military personnel. Designated lodging facilities under contract with the Department of the Army offer rates below the allowable per diem. These establishments are considered Government quarters, therefore all pertinent policy governing their use are applicable. Due to the tremendous cost savings of this program, HQDA will continue to expand its contracts to other travel destinations. Non-availability numbers released by the LSP must be stated in the appropriate travel documentation to receive reimbursement of applicable lodging charges (Ref 1c).
7. International Airlift Requirement. Effective 18 July 1997, Category B travel offered by the Air Force Air Mobility Command must be the first consideration for all OCONUS PCS and TDY travel of military and civilian personnel. Justification for non-use must be contained in the travel documentation for audit purposes (Ref 1d).
8. Travel on Military Aircraft. **Requests for use of military aircraft by DoD Senior Officials (GO/SES) must be forwarded to this office for approval by the Chief of Staff.** Requests for other DoD officials traveling on military aircraft may be approved by their Travel Approving Officials (Ref 1e).
9. OCONUS and Foreign Travel. Theater/Country/Special Area Clearances continue to be a requirement for personnel traveling into these areas. Passports/Visas are required for entry into foreign countries (Ref 1f, para 3-12 and 6-1). Additional requirements for civil funded foreign travel are contained in CECW-I memorandum, 25 September 1997, subj: Civil Works Foreign Travel Authorizations for Fiscal Year 1998.
10. This guidance affects all personnel. You must ensure its widest dissemination. Questions should be addressed to your local Transportation Officer. For additional guidance you may contact Ms. Evie Wlodarczyk, 202-761-1621 or Ms. Pearl Carr-Notice, 202-761-0679, of my staff.

FOR THE COMMANDER:


GARY L. ANDERSON
Director of Logistics